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DEPARTMENT OF THE ARMY FIELD MANUAL

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BASE DEPOT COMPANY

(TOE 11-597 ( ))

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DEPARTMENT OF THE ARMY
WASHINGTON 25, D. C., *26 July 1956*

SIGNAL BASE DEPOT COMPANY
(TOE 11–597( ))

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CHAPTER 1
GENERAL

Section I. INTRODUCTION

1. Purpose

This manual is a guide for the company commander and key personnel of a signal base depot company organized and equipped under Table of Organization and Equipment (TOE) 11–597( ).

2. Scope

This manual covers the mission, organization, operations, and administration of a signal base depot company in the communications zone (ComZ) of a theater of operations. It describes the functions of the company in relation to a signal base depot, but does not include details of depot operation. The manual includes information on equipment, training, records and reports, security, and related matters.

3. References

Publications, films, and other references pertaining to subjects within the scope of this manual are listed in the appendix.

Section II. EMPLOYMENT

4. Mission

The mission of a signal base depot company is to receive, store, and issue all items of signal

equipment; to maintain stocks; to prepare and follow up requisitions; and to perform other related signal supply functions.

5. Employment Factors

a. The employment of a signal base depot company is governed by the type of depot to which it is assigned and its location. Depots are classified as follows:

(1) A general depot is one which has been placed under one agency administration and in which space is normally assigned to two or more supply agencies.

(2) A branch depot is one which has been assigned to the head of an administrative or technical service and which normally handles the supply of that agency only.

b. When operating at a base depot, the company:

(1) Receives, classifies, and stores signal supplies from the Continental United States (CONUS), from other depots, or from local sources.

(2) Replenishes signal supplies for other signal depots or supply points.

(3) Furnishes signal equipment and supplies to using units supported by the depot.

c. When operating at depots which may be located in the intermediate or advance section of the ComZ, the company:

(1) Receives signal supplies from the base depot.

(2) Stores supplies.

(3) Issues supplies to forward or army signal depots.

d. When operating with other signal base depot companies, the sections of the company may be consolidated with the corresponding sections of the other companies.

6. Assignment and Control

A signal base depot company is normally assigned to a ComZ. It may be assigned to a general depot, or it may operate separately (branch depot).

a. In some instances, the company, together with a signal repair or signal maintenance company, may operate a signal base depot under the control of a depot commander.

b. The company may operate an installation independently of any other unit. For example, the company may operate a signal depot where no other units (such as a repair or maintenance company) are operating. In this case, the company commander may also be the depot commander.

7. Location

A signal base depot company normally should be located as closely as possible to the installation it operates. This alleviates such administrative problems as mess, transportation, security, and loss of time traveling to and from the depot. Local conditions will determine the actual bivouac area.

8. Mobility

A signal base depot company is designed for fixed operation. Transportation from other sources is necessary to move the unit. The vehicles as-

signed to the company normally will be used for internal operations.

9. Capabilities

A signal base depot company operating at full strength is capable of receiving, storing, and distributing signal equipment and supplies sufficient to support a force of approximately 100,000.

CHAPTER 2

OPERATIONS

Section I. ORGANIZATION AND EQUIPMENT

10. Authorization

Personnel assigned to the signal base depot company are authorized by TOE 11–597( ).

11. Organization

The signal base depot company (fig. 1) consists of a company headquarters, receiving section, storage section, shipping section, and stock control section.

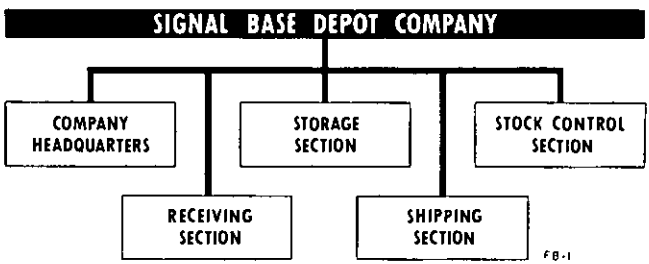

Figure 1. Organization of signal base depot company.

12. Company Headquarters

Company headquarters performs the administrative, supply, mess, and motor maintenance functions for the company.

13. Receiving Section

The receiving section inspects all incoming shipments and distributes them to the proper warehouses within the depot.

14. Storage Section

The storage section receives supplies and equipment from the receiving section and places them on location. It picks stock to fill requisitions, maintains stock locator cards, and performs surveillance inspections of depot stocks.

15. Shipping Section

The shipping section obtains stocks from the storage section for packing and crating. It is also responsible for delivery of the crated stock to the transportation officer for shipment.

16. Stock Control Section

The stock control section maintains stock records, edits requisitions, and performs other stock control functions for the depot.

17. Equipment

Equipment used by this company is authorized by, and distributed in accordance with, TOE 11–597( ). A type authorization of such vehicles is shown in figure 2.

Section II. COMPANY OPERATIONS

18. Introduction

a. A signal base depot company normally operates a signal base depot together with other units.

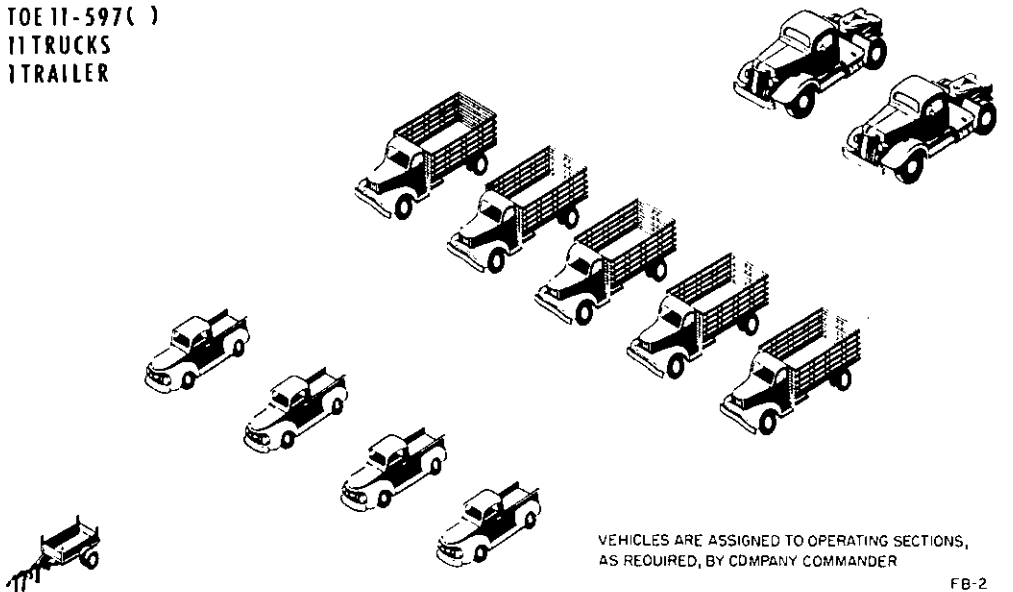

Figure 2. Type authorization, vehicles of signal base depot company.

The depot may be the signal section of a general depot. The company:

(1) Handles and stores all classes of signal supply.

(2) Requisitions signal supplies from CONUS or procures them from local sources.

(3) Issues signal supplies to units supported by the depot.

(4) Forwards signal supplies to other depots, or directly to army signal depots.

b. The company may operate in the advance and intermediate sections of the ComZ. Such operation is similar to that in base depots, except the company will normally operate these depots independently, assisted only by prisoners of war (POW's) or native personnel.

19. Movement

Depots to which the signal base depot company is assigned are established in permanent locations within the ComZ. They are moved only for emergency purposes or to improve the signal supply system. However, the company may be required to move from one base depot to another or to establish another depot within the ComZ.

Section III. COMPANY HEADQUARTERS

20. General

a. Company headquarters performs administrative, mess, supply, and motor maintenance functions for the company.

b. Headquarters personnel consist of:
Company commander
Executive officer
First sergeant
Mess steward
Supply sergeant
Cooks
General clerk
Personnel administration clerk
Truck drivers
Wheel-vehicle mechanic

21. Company Commander

The company commander is responsible to the depot commander for the employment, operation, and training of the company.

22. Executive Officer

The executive officer serves as the principal assistant and advisor to the commander and coordinates all matters pertaining to the efficient functioning of the command.

Section IV. RECEIVING SECTION

23. General

a. The receiving section:
(1) Receives, inspects, and identifies supplies and equipment for the depot.
(2) Classifies signal equipment as to serviceability.
(3) Maintains receiving records and makes required reports.

(4) Forwards signal supplies received (and shipping documents) to the storage section.

(5) Furnishes shipping and storage sections with information on proper packing and storing.

b. Receiving section personnel consist of:
(Signal supply officer (receiving officer)
Radio equipment inspector
Radar equipment inspector
Signal supply supervisor
Teletypewriter equipment repair inspector
Wire electronic equipment inspector
Requisition specialists
Signal supply specialists
Supply clerks
Fork-lift operator

24. Receiving Officer

The receiving officer directs the receipt of signal supplies and equipment, handling of incoming shipments, maintenance of receiving records, and preparation of reports. He also inspects and identifies signal equipment.

25. Equipment Inspectors

Equipment inspectors examine equipment turned in for repair. They also examine and test repaired equipment against approved standards as outlined in appropriate technical manuals. These inspectors also advise on special handling required for any particular equipment and assign stock numbers to unidentified signal items.

26. Signal Supply Supervisor

Duties of this supervisor include:

a. Supervising the receipt, unpacking, and checking of signal supplies.

b. Giving on-the-job training in unpacking and checking signal supplies.

c. Supervising the performance of enlisted men, civilians, POW's, and local personnel assigned to the section.

27. Signal Supply Specialist

This specialist performs the section's clerical work. His duties include:

a. Maintaining a debit voucher register, tonnage-handled records, and other records; and preparing section reports.

b. Assisting the equipment inspectors in the identification and stock-numbering of signal items.

c. Locating items in the receiving section when requested by the stock control section.

d. Expediting the processing of critical items through the section.

Section V. STORAGE SECTION

28. General

a. The storage section:

(1) Stores all signal supplies received.

(2) Establishes and follows a storage plan to achieve maximum utilization of available space.

(3) Performs surveillance inspections of depot stocks to determine serviceability of supplies and equipment in storage.

(4) Maintains a locator file showing the location of warehoused items.
(5) Protects supplies against fire, sabotage, and pilferage.
(6) Picks up supplies to be stored from the receiving section and delivers items to be shipped to the shipping section.
(7) Makes inventories of stock on hand.
(8) Maintains materials-handling equipment.

b. Section personnel consist of:
Signal supply officers (storage officers)
Signal storage supervisor
Signal supply specialists
Storage specialists
Stock record specialists
Supply clerks
Fork-lift operators
Stock checkers
Warehousemen

29. Storage Officer

The storage officer's duties include:

a. Directing the handling and storing of signal supplies in the section and insuring that proper security measures are established and observed.

b. Directing periodic and special inventories.

c. Directing the establishment and implementation of depot storage plan.

d. Directing surveillance inspections of depot stocks.

e. Supervising personnel administrative functions in the section.

f. Supervising maintenance of the locator system.

30. Signal Storage Supervisor

This supervisor's duties include:

a. Supervising implementation of the depot storage plan.

b. Supervising surveillance inspections of depot stocks.

c. Establishing and supervising maintenance of the locator system.

d. Supervising performance of enlisted men, civilians, POW's, and local personnel assigned to the section.

e. Giving on-the-job training in the inventory, checking, and storing of signal supplies.

f. Informing the storage officer of the efficiency and performance of section personnel.

g. Supervising the retagging and remarking of stored equipment to prevent loss of identity.

h. Reporting all pilferage or stock damage to the storage officer.

i. Supervising stock picking and forwarding of supplies to the shipping section.

j. Assigning supplies to specific locations in the section.

k. Forwarding completed tallies for posting to stock control cards.

Section VI. SHIPPING SECTION

31. General

a. The shipping section:

(1) Ships or issues signal supplies.

(2) Constructs boxes and packages; packs and marks items for shipment or stock.

(3) Constructs bracing, blocking, and framing to hold supplies and equipment in place during transportation.

(4) Constructs bins, pallets, and skids for the storage and receiving sections.

(5) Issues or routes items to requesting organizations on properly executed shipping documents or issue slips.

b. Shipping section personnel consist of:
Signal supply officers (shipping officers)
Shipping supervisor
Packing and crating specialists
Shipping specialists
General clerks
Packer-craters
Supply clerks

32. Shipping Officer

The shipping officer's duties include:

a. Directing the shipping or issuing of supplies.

b. Supervising personnel administrative functions in the section.

c. Insuring that security measures are established and observed in the section.

d. Directing the packing and handling of outgoing supplies, maintenance of shipping records, and preparation of reports.

33. Shipping Supervisor

This person supervises the shipping of signal supplies. His duties include:

a. Supervising the packing and checking of signal supplies.

b. Supervising the performance of enlisted men, civilians, POW's, and local personnel assigned to the section.

c. Giving on-the-job training in the packing and checking of outgoing shipments.

d. Informing the shipping officer of the efficiency and performance of section personnel.

e. Supervising the construction of bins, pallets, skids, boxes, and crates.

f. Inspecting outgoing supplies to insure proper packaging, content, quantity, weight, and markings.

Section VII. STOCK CONTROL SECTION

34. General

a. The stock control section:

(1) Maintains a separate stock record card for each item in depot stock.

(2) Maintains a master voucher register and file.

(3) Maintains a requisition register and file.

(4) Schedules periodic and special inventories.

(5) Prepares inventory adjustments and reports of survey when necessary to insure that recorded balances reflect actual inventories.

(6) Edits incoming requisitions for completeness and accuracy.

(7) Prepares requisitions for replenishment of depot stocks.

(8) Establishes, adjusts, and maintains stock levels of signal supplies, based on issue experience and replacement factors.
(9) Issues substitute items when supplies requested are not in stock.
(10) Controls issue of critical items.

b. Section personnel consist of:
Signal supply officer (stock control officer)
Chief signal supply clerk
Stock control supervisor
Clerk-typist
Signal supply specialists (par. 27)
Stock record specialists
Stock record clerks
Supply clerks

35. Stock Control Officer

This officer commands the stock control section. His duties include:

a. Controlling receipt and issue of signal supplies.

b. Directing maintenance of the voucher register, requisition register, and stock levels of signal supplies.

c. Directing preparation of replenishment requisitions, shipping documents, and reports.

d. Directing on-the-job training of section personnel.

e. Directing preparation of inventory adjustments and reports of survey when necessary to balance the stock record account.

CHAPTER 3
TRAINING

36. General

Personnel of a signal base depot company are trained first as combat soldiers, then as technicians and specialists. To achieve and maintain proficiency in both fields, continuous training must be given in basic military and technical subjects. These fields should be covered concurrently during advanced and post-cycle training of individuals, teams, sections, and finally of the entire company. On-the-job training must be implemented and closely supervised.

37. Training Cycle

The training cycle is divided into phases for convenience of reference and to indicate definite stages of progress. Division into phases is not intended to designate arbitrary boundaries; rather, each phase may overlap the succeeding phase. Once the organization reaches a satisfactory stage through progressive training, it is improved thereafter by concurrent training.

a. Basic Combat Training Phase. (ATP 21–114)—8 weeks.

b. Advanced Individual Training Phase. (ATP 11–207).

(1) General training
(2) Specialist training
} 8 weeks

c. Unit Training Phase (team, section, and company) (ATP 11–207).

(1) General training
(2) Technical training } 9 weeks
(3) Unit field operations

38. Cadre Training

a. Prior to the reception of troops as fillers for the signal base depot company, a unit cadre must be selected and trained. This cadre is composed of well-trained and experienced personnel. The cadre training program covers specialized instructor training.

b. The cadre training program devotes time to planning for future company individual and unit training. Classrooms are prepared, equipment and training areas are selected, cadre members are instructed in their duties and responsibilities, and instructor teams are organized and rehearsed.

c. The training prescribed is best conducted by small group conferences, demonstrations, practical exercises, and on-the-job training. These techniques will be later adapted for training the company.

39. Advanced Individual Training

This space is divided into general and specialist training. General training imparts a knowledge of the organization, mission, and functions of the Signal Corps and of the company. It also acquaints all individuals with those continuing basic military subjects that are considered necessary for

physical, mental, and moral development. Specialist training qualifies the individual to perform the job required by his TOE assignment. For training purposes, there are three categories of specialists:

a. School-trained Specialists. All of the specialists listed below must be trained at service schools and individuals awaiting service-school quotas should be unit-trained in allied specialties:

Wire electronic equipment inspector
Teletypewriter equipment repair inspector
Mess steward
Personnel administration clerk

b. School- or Unit-trained Specialists. A percentage of the cooks of the company may be school trained; the remainder may be trained in the company.

c. Unit-trained Specialists. In general, specialists who are in a supervisory capacity are unit-trained for their duties after qualification in their specialty. Specialists in this category are:

Signal supply supervisor
First sergeant
Stock control supervisor
Signal storage supervisor
Shipping supervisor
Radio equipment inspector
Supply sergeant
Radar equipment inspector
Chief packing and crating specialist
Packing and crating specialist
Senior signal supply specialist
Signal supply specialist

Storage specialist
Senior signal storage specialist
Senior requisition specialist
Requisition specialist
Chief signal supply clerk
Supply clerk
Stock record clerk
Senior stock record specialist
Wheel vehicle mechanic
Clerk-typist
Heavy-truck driver
Light-truck driver
Fork-lift operator
Stock checker
Warehouseman

40. Unit Training

a. This phase is divided into three parts: general training, technical training, and unit field operations covering 9 weeks. During this period, individual specialists are welded into teams and sections to operate as parts of the company. The company, in turn, may be integrated into a base depot organization to perform the mission assigned by the theater signal supply officer.

b. Early in this phase, the company commander must introduce additional training material devoted to the operation and maintenance of special equipment employed in depot operations. He must establish a pool of qualified operators for fork-lift, crane, tractor, and trailer-train equipments. It is essential also that a limited number of per-

sonnel be skilled in the use of gravity conveyors, steel matting, tarpaulins, and in the fabrication of retail bins, shelf-boxes, pallets, and pallet racks. Company officers and section chiefs must receive instruction in the recognition of fire hazards and training in the use of portable fire fighting equipment.

c. The operational hazards experienced in the receipt, storage, and issue of vast quantities of signal equipment are inherent. Accumulated waste —excelsior, rags, paper, and scrap lumber—cannot be eliminated, but it must be controlled. The unit training phase is the appropriate time to instill principles of efficient housekeeping without which a depot cannot properly function. The school-trained soldier has learned the reason why, for instance, he should not use gasoline as a cleaning agent. While education explains the reason, it is education followed by supervised unit training that impresses the lesson upon the individual.

CHAPTER 4
ORDERS, RECORDS, AND REPORTS

Section I. GENERAL

41. Introduction

Certain records and reports must be maintained and/or submitted at appropriate times. These records are necessary to correct errors, check operating efficiency, and obtain comparative information for special reports. Information thus obtained is vital in planning future operations and in controlling the installation and maintenance of theater signal systems. Supplies that fail to reach the point of use because of inadequate or improper administration serve no purpose.

42. Company Headquarters

Company headquarters normally maintains:

a. Morning reports.
b. Council book.
c. Daily sick report.
d. Duty roster.
e. Guard roster.
f. Unit property records.
g. Individual clothing records.
h. Personnel roster.
i. Service records.
j. Qualification cards.
k. Daily dispatch log for motor vehicles.

l. Daily trip tickets.
m. Weekly and monthly vehicle service records.
n. Unit journal.

43. Receiving, Storage, Shipping, and Stock Control Sections

Each section of the signal base depot company completes reports pertaining to its activities. These reports are of three types: command, recurring, and special, as required. They are based on the following records:

a. Receiving Section.
(1) Shipping documents.
(2) Unserviceable property.
(3) Salvage property.
(4) Class C property.
(5) Tonnage handled.
(6) Line items processed.
(7) Inspection.

b. Storage Section.
(1) Locator file.
(2) Space available.
(3) Space used.
(4) Order copy file.
(5) Inventory.
(6) Tally register.
(7) Tally file.

c. Shipping Section.
(1) Shipping documents.
(2) Bills of lading.
(3) Tonnage handled.
(4) Line items processed.

d. Stock Control Section.

(1) Voucher register.
(2) Stock record cards.
(3) Inventory and adjustments.
(4) Over, short, and damaged.
(5) Reports of survey.
(6) Requisitions.
(7) Shipping documents.
(8) Due-ins and due-outs.
(9) In transit.
(10) Purchase orders.
(11) Correspondence file.
(12) Memorandum receipt accounts.
(13) Suspense file.

Section II. STANDING OPERATING PROCEDURE

44. General

A standing operating procedure (SOP) is a set of instructions, preferably in writing, issued by a commander prescribing methods and procedures to be followed by specified units or personnel to accomplish uniformity of operations.

45. Basis

The SOP for the signal base depot company is based on the SOP prepared by the commanding officer of the signal base depot or the commanding officer of a general depot, depending on the employment of the company.

46. Form

Essential elements of an SOP are a heading, body, and ending. The heading consists of the unit

designation and place and date of issue. The body contains the instructional details. The ending consists of the commander's signature and the distribution and authentication data. The SOP should be published in a form most practical for utilization by subordinate leaders of the unit. It may be published as a single pamphlet or in loose-leaf form to facilitate the changing of the pages.

47. Content

a. The heading of a typical SOP for a signal base depot company contains the following information:

(1) Unit designation.
(2) Location of unit.
(3) Date of issue.
(4) Memorandum number.
(5) Title (STANDING OPERATING PROCEDURE).

b. The body contains concise instructions relating, when applicable, to each of the following:

(1) *General.*
  (*a*) Purpose and scope of the SOP.
  (*b*) Company mission.
  (*c*) Company assignment.
  (*d*) Company capabilities.
  (*e*) Organizational chart.
(2) *Command.*
  (*a*) Command post.
  (*b*) Liaison officers.
  (*c*) Procedure guides.
  (*d*) Orders.
  (*e*) Intelligence.

(3) *Security.*

(*a*) Plan.
(*b*) Conduct.
(*c*) Responsibilities.
(*d*) Measures.
(*e*) Weapons.
(*f*) Signal communications.

(4) *Movement.*

(*a*) Function of the advance party.
(*b*) Function of the guide party.
(*c*) Convoy operation.
(*d*) March discipline.
(*e*) Signal communications.

(5) *Training.*

(*a*) General.
(*b*) Responsibilities.
(*c*) Objectives.
(*d*) Directives.
(*e*) References.
(*f*) Phases.
(*g*) Equipment.
(*h*) Schools.
(*i*) On the job.
(*j*) Records and reports.

(6) *Personnel.*

(*a*) Military justice procedure.
(*b*) Strength reports.
(*c*) Duty assignments.
(*d*) Civilian labor.
(*e*) Prisoner-of-war labor.
(*f*) Casualties.

(7) *Operations.*

(*a*) Company headquarters.

1. Company officers.

2. Company administration.

3. Mess.

4. Supply.

5. Motor.

6. Mail procedures.

7. Area policing.

(*b*) Receiving section.

1. Mission.

2. Organization.

3. Duties of personnel.

4. Receiving procedures.

5. Document processing.

6. Port liaison.

7. Records.

8. Reports.

9. Equipment maintenance.

10. Security.

11. Safety.

12. Fire plan.

(*c*) Storage section.

1. Mission.

2. Organization.

3. Duties of personnel.

4. Storage procedures.

5. Project stocks.

6. Processing of vouchers.

7. Storage methods.

8. Stock locator system.

9. Inventories.

10. Records.
11. Reports.
12. Safety.
13. Security.
14. Materials-handling equipment.
15. Equipment maintenance.
16. Fire plan.

(*d*) Shipping section.
1. Mission.
2. Organization.
3. Duties of personnel.
4. Operational procedures.
5. Processing of shipping documents.
6. Transportation.
7. Care, preservation, and packing.
8. Shipping methods.
9. Equipment maintenance.
10. Safety.
11. Records.
12. Reports.
13. Fire plan.

(*e*) Stock control section.
1. Mission.
2. Organization.
3. Duties of personnel.
4. Operational procedures.
5. Requisition editing.
6. Preparation of shipping documents.
7. Local purchases.
8. Station liaison.
9. Warehouse refusals.
10. Inventories.

11. Stock levels.
12. Stock management data.
13. Controlled items.
14. Records.
15. Reports.
16. Security.
17. Fire plan.

c. The ending contains:
(1) Signature of commander.
(2) List of annexes.
(3) Distribution reference.
(4) Authentication.

48. Revision

The unit SOP should be revised whenever required to eliminate unnecessary data and to bring other data up to date. With increased unit proficiency, detailed procedures may be omitted from it.

CHAPTER 5

ORGANIZATIONAL SUPPLY AND MAINTENANCE

Section I. SUPPLY

49. General

The efficiency of a signal base depot company is affected by the availability, proper utilization, and condition or serviceability of its organic supplies. Unit or company supply is a function of the company headquarters. The following factors affect the efficient functioning of the unit supply system:

a. Change in the tactical or logistical situation.
b. Changes in employment of the company.
c. Accurate forecasting of requirements.

50. Requirements

Supply requirements of the unit are calculated well in advance of their need. Unless otherwise authorized, equipment is maintained at TOE levels. The need—and the authority—to requisition materials-handling equipment over and above that listed in the TOE must be anticipated. Periodic inspections of the company supplies and supply procedures must be conducted by the commanding officer or his representative to insure the intelligent and economic use of property and expendables. Disclosure of abnormal consumption of any item warrants further investigation.

51. Procedures

The signal base depot company obtains its supplies in the following manner:

a. When operating as part of a base or general depot, the company normally is—

(1) Fed at a consolidated depot mess.

(2) Furnished all or part of maintenance and operational supplies by the depot headquarters and headquarters company.

b. When operating separately as an intermediate or advance depot, the company normally:

(1) Obtains its rations through a daily ration request on a designated quartermaster ration issue center and picks up the rations in its own vehicles.

(2) Requisitions its maintenance supplies, office expendables, and equipment replacement parts from the issue depots of the separate supply services. The company draws the supplies on dates established by the services.

(3) Obtains its fuels and lubricants by drawing from a petroleum, oil, and lubricants (POL) pool. The POL pool establishes the dates that its products are to be picked up by the company.

(4) May be required, under certain conditions, to obtain limited categories of expendables through local purchase.

Section II. MAINTENANCE

52. General

Maintenance is the care necessary to keep equipment in good operating condition. It includes the ordinary care taken by operators or users of the equipment and work done by repairmen to return defective equipment to service.

53. Categories and Echelons of Maintenance

a. By joint agreement, the Army, Navy, and Air Force have grouped all maintenance activities under the broad categories of organizational, field, and depot maintenance. The Army has subdivided these categories into five echelons. (Echelons and categories of maintenance are fully defined in AR 750–5.) Repairs are performed at the lowest echelon of maintenance authorized the necessary spare parts, tools, test equipment, personnel, and time to do the job. Figure 3 relates the categories to the echelons of maintenance.

b. The signal base depot company performs first and second echelon maintenance on all its organic equipment.

54. Preventive Maintenance

Preventive maintenance is a continuous responsibility of all using personnel. Supervisory personnel have the responsibility of supervising preventive maintenance practices. Such maintenance (first and second echelon) is performed on a daily, weekly, or monthly basis as required, and thus does much to forestall major and costly breakdowns of all types of equipment.

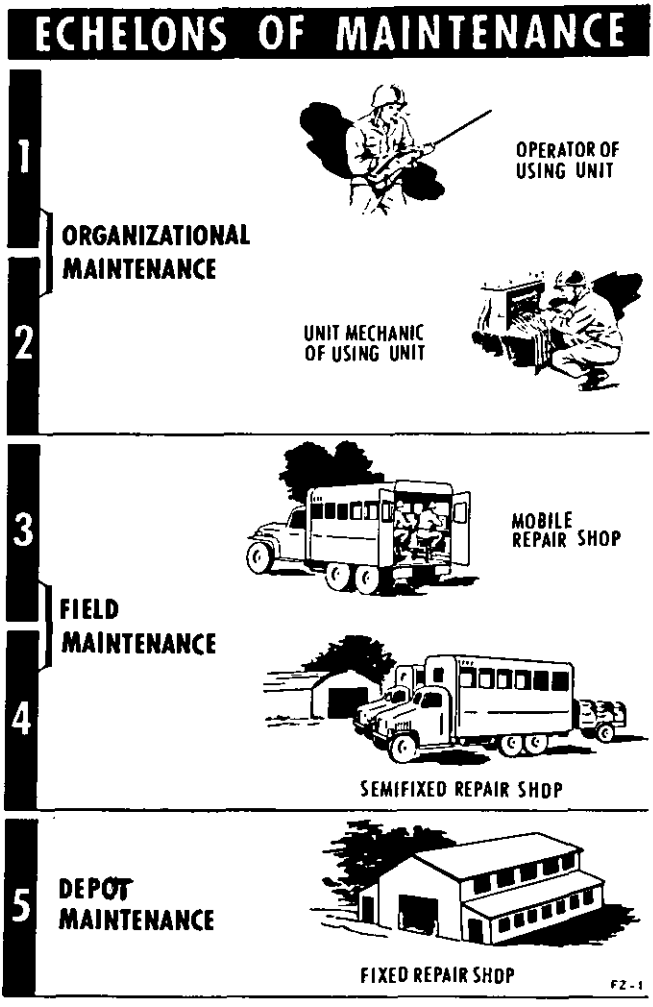

Figure 3. Categories and echelons of maintenance.

CHAPTER 6
SECURITY

55. General

The company commander is responsible for the security of the signal base depot company. In certain situations, additional troops may be provided to guard against pilferage and enemy partisan activity.

56. Security Plan

Each subordinate unit commander must have a well-developed security plan to safeguard his installation. An adequate security plan embodies the following:

a. An adequate sentry and defense alarm system covering all adjacent areas from which hostile activity can be expected.

b. Training of each individual to perform suitable defensive action.

c. Planning, construction, and availability to all personnel of adequate defensive shelters within the bivouac areas.

d. Warning of air, ground, chemical, or other type of enemy action and enforcement of blackout and camouflage discipline.

57. Individual Defense

Because of the ever-present possibility of attack by enemy paratroops or guerrillas in a theater of

operations, each member of the unit must be alert and capable of meeting sudden and unexpected hostile activity. All personnel must be proficient in the following:

a. Use and maintenance of authorized weapons.

b. Construction of foxholes, slit trenches, and other hasty fortifications.

c. Techniques of unarmed defense.

58. Mine Clearing

The commander must be sure that mines, booby traps, and like explosive material are cleared from all working and living areas. Such clearances should be accomplished by trained personnel in accordance with practices and procedures prescribed by the Corps of Engineers. The assistance of engineer troops for clearing mines may be requested by the unit commander.

59. Camouflage

a. Camouflage discipline is the responsibility of the unit commander. Natural and artificial camouflage materials are employed for protection against enemy observation.

b. The company commander must insure that maximum camouflage effort is maintained. Natural land features—such as caves and cliffs—are utilized to obtain protection (fig. 4).

60. Defense Against Air Attack

Measures to be employed against air attack include:

a. Dispersal of facilities within an installation or area.

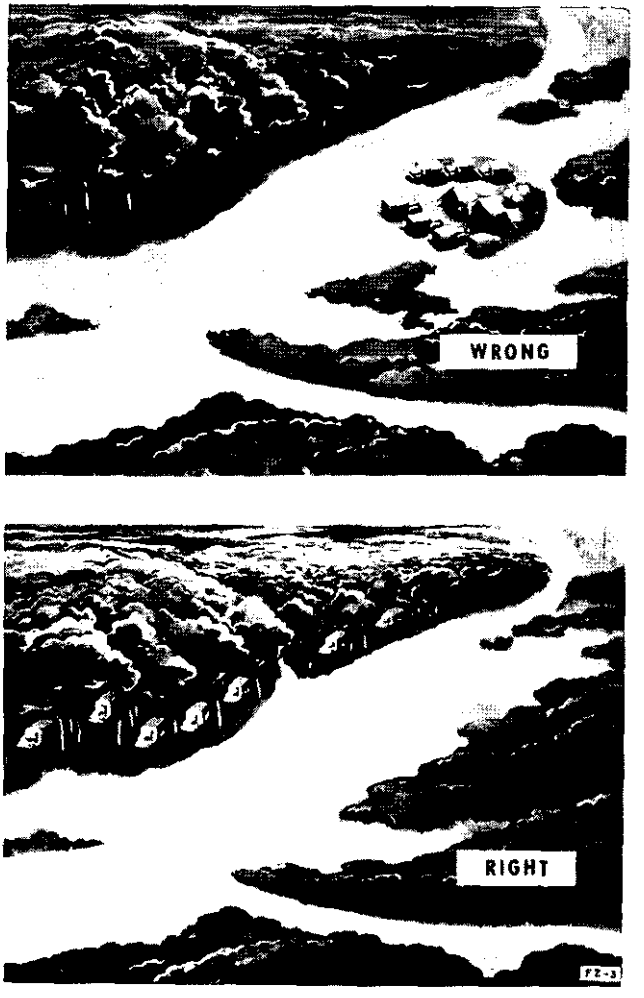

Figure 4. Unit camouflage.

b. Camouflage of structures and areas by concealment or deception.

c. Maximum use of terrain features.

d. Rigid blackout discipline.

e. Concealing vehicle tracks.

f. Unobtrusive siting of motor parts and equipment stores.

g. Construction of foxholes and other shelters.

61. Defense Against Airborne Attack

An adequate air warning system must be established to alert personnel and to reduce the effectiveness of surprise in an enemy airborne attack. In the event of an airborne attack, the following actions should be taken:

a. Concentrated rifle and machinegun fire to eliminate as many of the enemy as possible while still in the air.

b. Actions to prevent the enemy from organizing during the initial landing stages of the attack.

c. Normal defense activities to prevent successful attack from any direction.

62. Defense Against Guerrilla Action

The imminent possibility of guerrilla action against signal installations demands effective security and defense measures. These measures include troop, supply, and installation security.

a. Guerrilla activity is frequently directed toward capturing equipment and supplies for future use in other guerrilla operations. Since communication supplies are an especially valuable

prize, effective security measures are essential. Lack of security discipline permits equipment to be lost or stolen, the equipment later being put to use by guerrilla forces.

b. Sites selected for signal installations must be secure against guerrilla action. Both stationary guards and roving patrols should be employed, and they should be rotated and changed frequently in order to have alert personnel on duty to minimize the possibilities of sabotage and guerrilla attack.

63. Defense Against CBR Attack

Protection against chemical, biological, or radiological (CBR) attack is an important defense consideration. Such defense measures include:

a. Use of protective clothing and equipment.

b. Dispersion of personnel and equipment.

c. Posting CBR sentries and establishing warning systems.

d. Use of gasproof shelters.

e. Observing principles of military sanitation.

f. Use of fire-fighting equipment.

g. Protecting food and water supplies.

h. Use of radiological detecting instruments.

i. Use of decontamination techniques and personnel decontamination centers.

64. Destruction of Equipment

When it becomes necessary to abandon installations because of the imminence of hostile action, equipment facilities and supplies which cannot be

evacuated are destroyed to prevent possible use or study by the enemy. Destruction of facilities and supplies is ordered by the subordinate unit commander as directed by higher authority. It is accomplished according to the destruction plan prepared and maintained by the subordinate unit commander.

a. A well-prepared destruction plan is detailed and comprehensive. It includes operations that are easy to perform, but which are consistent with those procedures prescribed in appropriate technical manuals.

b. Destruction is accomplished as rapidly as possible and as thoroughly as time permits. The same essential components on like or similar equipments must be destroyed to prevent possible cannibalization by the enemy.

c. Safety precautions must be taken to protect friendly personnel and their equipment.

ALL PERSONNEL MUST KNOW

CAMOUFLAGE DISCIPLINE

BIVOUAC DEFENSE

DEFENSE AGAINST CBR

DESTRUCTION OF MATERIEL

MINE CLEARING

FZ-4

HASTY FORTIFICATIONS

APPENDIX

REFERENCES

1. General

This appendix is a selected list of publications, training films, and filmstrips pertinent to company operations. For availability of items listed, see DA Pamphlets 108–1 and the 310–7 series.

2. Administration

FM 100–10	Field Service Regulations (Administration).
FS 12–3	Military Discipline and Courtesy.
TF 15–1920	Uniform Code of Military Justice.
TF 21–1965	Military Courtesy.

3. Operations

AR 611–201	Personnel Selection and Classification, Manual of Enlisted Military Occupational Specialties.
AR 710–25	Unobligated Army Stock.
AR 711–5	Stock Control (Organization, Operation, and Responsibilities).
AR 711–20	Supply Economy.
AR 740–15	Preservation, Packaging, and Packing.

AR 780–6	Depot Supply Operations (Reports Control Symbol CSGLD–91 (R4)).
AR 711–80	Supply Status Reporting System; Oversea Depot Stock Status Report (Reports Control Symbol CSGLD–279).
SR 725–10–2	Processing Requisitions.
SR 730–10–10	Oversea Requisitioning Agencies.
SR 735–7–1	Property Accountability (Property Procedures).
AR 743–41	Shed and Open Storage of Supplies.
AR 700–58	Report of Damaged or Improper Shipment (Reports Control Symbol CSGLD–66).
SR 746–30–5	Marking of Oversea Supply.
SR 780–5–1	Supply and Service Installations and Activities (Organization).
SR 780–30–5	Supply and Service Installations and Activities (Supply System).
SR 780–40–1	Supply and Service Installations and Activities (Stock Control and Supply Procedures).

SR 780–40–5	Supply and Service Installations and Activities (Inventory Procedure).
AR 780–63	Summary Schedule of Depot Storage Operations (Reports Control Symbol CSGLD–494 (R2)).
AR 780–66	Summary Schedule of Depot Maintenance (Reports Control Symbol CSGLD–495 (R1)).
FM 31–25	Desert Operations.
FM 31–70	Basic Arctic Manual.
FM 31–71	Operations in the Arctic.
FM 57–30	Airborne Operations.
FM 70–10	Mountain Operations.
FM 100–5	Field Service Regulations (Operations).
MF 11–7915	Preventive Maintenance of Signal Equipment for Commanders.
TF 7–1709	Troop Movement By Motor.
TF 8–1690	General Effects of Cold on Man.
TF 8–1691	General Effects of Heat on Man.
TF 11–551	The Motor Vehicle Driver —Responsibility, Nomenclature, Fire Regulations, Accident Prevention.

TF 11–553	The Motor Vehicle Driver —Elementary Driving Instructions and Inspection.
TF 11–1425	Preventive Maintenance Practices for Ground Signal Equipment.
TF 11–1776	Operation and Maintenance of Communication Equipment in Extreme Cold.
TF 19–1610	Prevention of Pilferage—Part I: Depots and Warehouses.
TF 55–1005	Military Stevedoring—Part II: Cargo Handling Gear, Basic Operations.
TF 55–1093	Military Stevedoring—Part III: Winches and Booms.
TF 55–1117	Military Stevedoring—Part IV: Drafts and Slings.
TF 55–1118	Military Stevedoring—Part V: Straps and (Transportation) Bridles.
TF 55–1119	Military Stevedoring—Part VI: Vehicle Loading and Stowing.

4. Training

ATT 11–13	Signal Base Depot Company.
FM 21–5	Military Training.
FM 21–6	Techniques of Military Instruction.
FM 21–8	Military Training Aids.
TM 11–450	Training of Signal Communication Personnel.

5. Supply and Maintenance

AR 735–4	Expendable Property.
AR 735–3	Receipt, Shipment, and Issue of Property.
FM 25–10	Motor Transportation, Operations.
FM 38–1	Logistics, Supply Management.
SIG 1	Introduction of Signal Corps Supply Manuals.
SIG 3	List of Current Issue Items.
SIG 6's	Sets of Equipment.
SIG 7 & 8's	Organizational Maintenance Allowances and Field and Depot Maintenance Stockage Guide.
SIG 9's	Service Parts for Overhaul and Issue of Signal Corps Equipment.

6. Orders, Records, and Reports

SR 525–45–1	Command Report (Reports Control Symbol CSGPO–28 (R1)).
FM 101–5	Staff Organization and Procedure.

7. Security, Camouflage, and Demolition

AR 380–5	Military Security (Safeguarding Defense Information).
FM 5–20	Camouflage, Basic Principles.
FM 5–25	Explosives and Demolitions.
FM 21–40	Defense Against CBR Attack.
FM 21–150	Hand-to-hand Combat.
FM 31–21	Guerrilla Warfare.
DA Pam 8–12	What You Should Know About Biological Warfare.
DA Pam 20–111	Survival Under Atomic Attack.
TF 3–1766	Individual Protection Against CBR Attack.
TF 21–1370	Camouflage — Movement of Individuals and Small Units.
TF 21–1404	Ground Action Against Air Attack.

TF 21–2097	Camouflage Principles.
TF 30–1523	Safeguarding Military Information.

8. Miscellaneous

AR 220–70	Companies—General Provisions.
DA Pam 108–1	Index of Army Motion Pictures, Television Recordings, and Filmstrips.
DA Pam 310–1	Index of Administrative Publications.
DA Pam 310–3	Index of Training Publications.
DA Pam 310–4	Index of Technical Manuals, Technical Regulations, Technical Bulletins, Supply Bulletins, Lubrication Orders, and Modification Work Orders.
DA Pam 310–7	Index of Tables of Organization and Equipment, Reduction Tables, Tables of Organization, Type Tables of Distribution, and Tables of Allowances.
SR 320–5–1	Dictionary of United States Army Terms.
SR 320–50–1	Authorized Abbreviations.

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[AG 322 (16 Mar 56)]

By Order of *Wilber M. Brucker*, Secretary of the Army:

MAXWELL D. TAYLOR
General, United States Army.
Chief of Staff.

Official:

JOHN A. KLEIN,
Major General, United States Army,
The Adjutant General.

Distribution:

Active Army:

DCSLOG (10)	Gen Depots (2)
CNGB (1)	Sig Sec Gen Depots (2)
Tec Svc, DA (1) except CSIGO (10)	Depots (2)
Admin & Tec Svc Bd (2)	POE (OS) (2)
Hq CONARC (5)	PG (1) except AEPG (10)
OS Maj Comd (5)	Arsenals (1)
OS Base Comd (2)	Mil Dist (2)
Log Comd (2)	MAAG (2)
MDW (1)	Mil Msn (1)
Armies (ZI) (5)	ARMA (1)
USMA (10)	Units org under fol TOE:
Gen & Br Svc Sch (2) except Sig Sch (370)	11-592R, Hq & Hq Co, Sig Base Depot (3)
PMST ROTC Units (1)	11-597R, Sig Base Depot Co (5)

NG: State AG (6); units—same as Active Army except allowance is one copy to each unit.

USAR: None.

For explanation of abbreviations used, see SR 320-50-1.

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